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Class Specifications  
for the Class:

DENTAL HEALTH PROGRAM MANAGER

**Distinguishing Characteristics:**

This class reflects a branch chief responsible for planning, organizing, directing, coordinating and evaluating a statewide direct clinical dental health service program. Such responsibility involves the formulation of policies and procedures for the provision of dental services through community- and institution-based dental clinics; determining budget and staffing requirements; and supervising a staff of dentists and dental assistants. Services are provided to institutionalized and community-placed developmentally disabled clients, mentally ill and communicable disease patients, frail elderly and long-term care residents, and homeless and low income individuals and families.

Work is performed under the general supervision of the Dental Health Administrator.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, organizes, directs, coordinates and evaluates a statewide direct clinical program of dental health services through community- and institution-based dental clinics, and ensures adequate oral health for target populations.
2. Formulates policies and procedures (including standards of care) for the provision of dental services for community- and institution-based dental clinics.
3. Assigns and schedules the work of subordinate staff; establishes performance standards and evaluates the work of subordinates; reviews and recommends personnel actions; provides staff development; participates in employee-employer relations matters, including disciplinary actions and grievances.
4. Determines budget and staffing requirements; monitors expenditures, third party agreements, and contracts for services with private providers.
5. Coordinates, collaborates and initiates referrals in the

- delivery of dental service involving private practice dentists, non-profit organizations, and government-based and private hospital-based dental clinics.
6. Serves as liaison and consultant to, and provides government and private agencies with clinical, programmatic, quality assurance and site development assistance.
  7. Leads and/or assists in the design and implementation of community health research and analysis projects (e.g., oral epidemiology; surveys, demographic studies, utilization and access to services, fiscal analysis of dental practice; and review of third party and managed care programs).
  8. Reviews and prepares reports and/or testimony associated with legislative and regulatory matters.
  9. Provides comprehensive general dentistry treatment to patients, as necessary.
  10. Keeps abreast of new developments in the prevention and treatment of oral diseases.

**Knowledge and Abilities:**

Knowledge of: Principles and practices of dentistry, oral hygiene and oral surgery; report writing; and principles and practices of management and supervision.

Ability to: Plan, organize, coordinate and evaluate a dental service program; diagnose, treat and correct pathologic oral conditions; perform oral surgery; prepare clear and concise reports; organize, direct and conduct research and analyze and interpret findings; supervise and evaluate the work of others; establish and maintain effective relationships with staff, professional and lay groups, public officials and the general public; and speak effectively before groups and with individuals.

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This is the first specification for the new class DENTAL HEALTH PROGRAM MANAGER.

Effective Date: 3/1/00

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DENTAL HEALTH PROGRAM MANAGER

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DATE APPROVED: \_\_\_\_\_

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